



Departmental Quarterly Performance Report

Department Name: International Trade Consortium

(Index codes: ICETRADE and ICSISTERCITI)

Reporting Period:

FYE 9/30/04

2nd Quarter

(January 1 – March 31, 2004)

I. Performance Initiatives	Page 2
II. Personnel Status	Page 4
III. Financial Performance	Page 5
IV. Department Director Review	Page 6

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MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<p><u>Initiative - Increase International Commerce:</u> Completed 1 Airport Route Development Mission to Shanghai/ Singapore and 1 Airport Briefing in Hong Kong.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative - Increase International Commerce:</u> Executed a bid-waiver and entered into a contract for the updating of an existing database used for business matchmaking during trade missions.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative - Increase International Commerce:</u> Conducted a pre-mission to Trinidad and Barbados in preparation for the ITC's outgoing mission under the Caribbean Trade Initiative Program to be conducted in the third quarter.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative - Increase International Commerce:</u> Received an incoming delegation from Goyang City, South Korea headed by the Mayor of Goyang and explored the possibility of taking a Miami-Dade led mission to South Korea in the future.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative – Promote Greater Cultural Appeal of Miami-Dade County for businesses:</u> Through the Sister Cities Miami-Dade Arts Committee supported the Sister Cities International Annual Awards Program 2004 in the “Innovative Arts & Culture” category. Through Sister Cities Miami-Dade organized a “Young Artist Competition”.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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<p><u>Initiative – Enhanced Public Reporting Regarding Funded Activities:</u> Entered into an agreement with Washington Economics Group, Inc. to conduct an Economic Impact Study to help measure the financial impact of trade for Miami-Dade County.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative – Enhanced Public Reporting Regarding Funded Activities:</u> Conducted a strategic goals retreat with the ITC Board of Directors.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative – Enhanced Public Reporting Regarding Funded Activities:</u> Staffed ITC Committee meetings, meetings of the Sister Cities Coordinating Council, and of the Mayor's African Trade Task Force.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS- (7)	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	6	\$837,000	6	1	6	1				

Notes:

B. Key Vacancies

- One - The ITC had one full-time position vacancy during the 1st and 2nd quarters.

C. Turnover Issues

- None

D. Skill/Hiring Issues

- None

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

- Since the beginning of the fiscal year the department has employed one part-time employee to carry out the Caribbean Trade Initiative Program.

F. Other Issues

- None

Departmental Quarterly Performance Report
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FINANCIAL SUMMARY – * OVERALL ITC BUDGET CONSISTS OF 2 SUB-BUDGETS REPRESENTED BY INDEX CODES ICETRADE AND ICSISTERCITI

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance (+ = Over/ - = Under)	** % of Annual Budget
Revenues	N/A							
♦ Gen. F.		35	8.75	0	8.75	0		
♦ Other		802	200.50	0	200.50	0		
♦								
♦								
Total		837	209.25	0	209.25	0		
Expense*	N/A							
Personnel (ICETRADE/ ICSISTERCITI)		608 (459.31 ICETRADE + 148.69 ICSISTERCITI)	152 (114.83 ICETRADE + 37.17 ICSISTERCITI)	161.34 (145.11 ICETRADE + 16.23 ICSISTERCITI)	304 (229.65 ICETRADE + 74.35 ICSISTERCITI)	313.27 (278.38 ICETRADE + 34.89 ICSISTERCITI)	+9.27 (+48.72 ICETRADE & -39.45 ICSISTERCITI)	103.1% (121% ICETRADE / 47% ICSISTERCITI)
Operating (ICETRADE/ ICSISTERCITI)		224 (207.73 ICETRADE + 16.27 ICSISTERCITI)	56 (51.93 ICETRADE + 4.07 ICSISTERCITI)	74.61 (74.44 ICETRADE + .17 ICSISTERCITI)	112 (103.87 ICETRADE + 8.13 ICSISTERCITI)	99.18 (95.68 ICETRADE + 3.5 ICSISTERCITI)	-12.81 (-8.18 ICETRADE & -4.63 ICSISTERCITI)	88.6% (92% ICETRADE / 43% ICSISTERCITI)
Capital (ICETRADE/ ICSISTERCITI)		5 (5 ICETRADE)	1.25 (1.25 ICETRADE)	0	2.5 (2.5 ICETRADE))	0	-2.5 (-2.5 ICETRADE & 0 ICSISTERCITI)	0%
Total (ICETRADE/ ICSISTERCITI)		837 (672 ICETRADE + 165 ICSISTERCITI)	209.25 (168.01 ICETRADE + 41.24 ICSISTERCITI)	235.95 (219.55 ICETRADE + 16.40 ICSISTERCITI)	418.5 (336.02 ICETRADE + 82.48 ICSISTERCITI)	412.45 (374.06 ICETRADE + 38.39 ICSISTERCITI)	-6.04 (+38.04 ICETRADE & -44.08 ICSISTERCITI)	98.6% (111% ICETRADE / 46% ICSISTERCITI)

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total					

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Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

Personnel Variances:

Although year-to-date actual Personnel expenditures are reported as being slightly over budget, a year-end administrative reimbursement will be applied to this category which will in effect reduce actual expenditures that are being incurred.

Operating Variances:

Capital Variances:

STATEMENT OF PROJECTION AND OUTLOOK

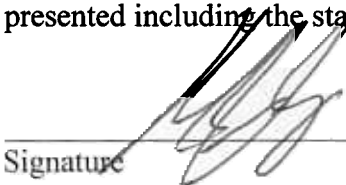
The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception, which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



Signature
Department Director

Date May 19th 2004